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3 February 1967

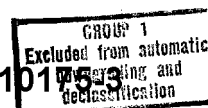
MEMORANDUM FOR: Chief, Cartography Division, OBI

SUBJECT: CD/X and the Status Report

1. I suppose it is well to recognize initially that record keeping for its own sake can seldom be justified. It must have an objective, in fact, usually several goals. That records are required in CD/X is obvious; the problem is, to what end? Of prime importance, is the accumulative record of production items year in and year out. By this record, production item numbers and recall are possible. Theoretically, this might be the minimum requirement (number and title). However, experience has proved that more is needed: date, classification, distribution, control, for whom, why, etc. These several needs have resulted in the present control system used in the Division, and, needless to say, the potential output of the system is no better than the actual input.

2. Now, to the immediate problem. CD/X wants to withdraw from the status report but continue to provide month-end summary statistics. Additionally, OCH/MSD is hard pressed to support your continuing requirement on them. It seems to me that at a minimum you must continue to have the summary statistics so you can, as you frequently must, summarize your production per unit of time, for whom, etc. This implies, of course, that an accumulative "bible" must be kept at a minimum. Whether it is necessary to compile and print-out a complete status report each month, must be judged on the aim of such an undertaking. I gather that all branches except CD/X find it useful and would argue for its continuation. Since CD/X's contribution makes up over 50% of the entries in the report, and they find no particular use for it I can understand their request to withdraw. The pertinent question then is, does anyone else find CD/X's contribution particularly useful? If not, and this must include your Front Office, then one might conclude that CD/X's part could be dropped without harm. It is a matter of weighing the cost (of input) versus the value of the output.

3. In putting down these few thoughts, I've tried to take

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an objective look at the problem. I haven't recommended a solution, only an analysis. The decision must be yours based on your feeling toward an acceptable minimum. One must, however, provide a clerical-manpower equivalent to the task.

/s/

25X1A9a [REDACTED]

Deputy Director of Basic Intelligence

Attachment:

Routing slip from Ch/CD/BI
to DD/OBI, 1/20/67 w/attach
on CD/X's proposed record
keeping

Distribution:

O&I - Addressee

2 - OD/OBI

25X1A9a OD/OBI [REDACTED] smjc/2633(3 Feb 67)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment